**3M**

# Detection System Model 8800 Series

## Owners Manual

# Table of Contents

# Safety Information

Read, understand, and follow all safety information contained in these instructions prior to using your 3M™ Detection System Model 8800 series. Retain these instructions for future reference.

## Intended Use

The 3M Detection System Model 8800 series is intended for use in detecting books that have not been checked out by library patrons. The system is typically placed at the exit point of a library such that patrons must walk through it when exiting the building or facility, and provides an audio and visual alarm if unchecked materials are detected.

The system must be installed as specified in the **Model 8800 Series Contractors Package**, and is intended for use in an indoor library environment. It has not been evaluated for other uses or locations.

| EXPLANATION OF SIGNAL WORD CONSEQUENCES | |
|---|---|
| ⚠ **DANGER:** | Indicates a potentially hazardous situation, which, if not avoided, will result in death or serious injury and/or property damage. |
| ⚠ **WARNING:** | Indicates a potentially hazardous situation, which, if not avoided, could result in death or serious injury and/or property damage. |
| ⚠ **CAUTION:** | Indicates a potentially hazardous situation, which, if not avoided, may result in minor or moderate injury and/or property damage. |
| **CAUTION:** | Indicates a potentially hazardous situation, which, if not avoided, may result in property damage. |

| EXPLANATION OF PRODUCT SAFETY LABEL SYMBOLS | |
|---|---|
| | **Attention: Read accompanying documentation** |
| | **Warning: Risk of Electric Shock** |

# Safety messages contained in this manual

The following safety messages appear in this manual:

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## ⚠ WARNING

**To reduce the risks associated with hazardous voltage:**

- Do not use the product if the case, covers, or power cord are damaged;
- Do not attempt to modify, service, or repair — no user serviceable parts inside — contact 3M Service for repair.

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## ⚠ CAUTION

**To reduce the risks associated with environmental contamination from circuit boards containing lead-bearing solder:**

- At the end of service life, dispose of the product in accordance with federal, state, and local requirements.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and
(2) This device must accept any interference received, including interference that may cause undesired operation.

This Class A digital apparatus also meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe A respecte toutes les exigences du Rčglement sur le matériel brouilleur du Canada.
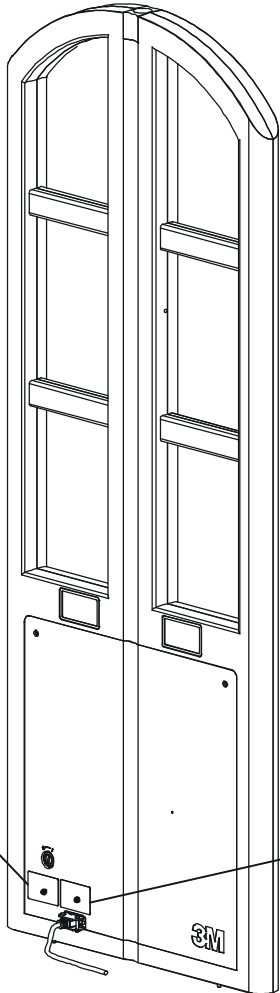
**Model** 8801DM

100-240V~
50/60 Hz
1 A

FCC ID: DGF-SSD8800
Canada:_____
S/N: 881XXXX

CE
c UL us
I.T.E. LISTED 4P24

N1108

**3M Library Systems**
St. Paul, Minnesota 55144

3M

8800_OM_003

# EMC, USA, and Canada Compliance

## FCC Radio Frequency Rules and Regulations

This equipment has been tested and found to comply with the limits for a Class A device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can emit radiated radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

## FCC Intentional Radiator Certification

FCC ID: DGF-SSD8800

This equipment contains an intentional radiator approved by the FCC under the FCC ID number shown above. This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

NO MODIFICATIONS. Modifications to this device shall not be made without the written consent of the 3M Company. Unauthorized modifications may void the authority granted under Federal Communications Commission Rules permitting the operation of this device.

## Industry Canada Radio Frequency Rules and Regulations

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numerique de la classe A respecte toutes les exigences du Reglement sur le materiel brouilleur du Canada.

CANADA: Pending

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

## EMC Compliance Europe

This equipment complies with the requirements of the RTTE and EMC directives.

# Introduction

## The global leader in library systems products

3M pioneered the concept of electronic protection of library materials more than 35 years ago. We are still leading the way. Today, thousands of libraries around the world use 3M™ Detection Systems to protect their valuable collections, and more libraries trust 3M than all other library detection systems combined.

### What this means to you

From the best-trained field service organization to our technical service group and customer support staff, we are committed to providing you with the support you require to help ensure your satisfaction.

The 3M™ Detection System Model 8800 series has been designed to detect the unauthorized removal of materials concealed within book bags, briefcases, or under clothing. While a 100% electronic net does not exist, the system provides effective protection and significant reduction in the loss of library materials.

With a little attention and care, your system should provide you with many years of service and help to protect your library against thousands of dollars in losses. Call our toll-free 800 number any time of day or night for service, to order supplies, or to leave messages for your sales representative at **1-800-328-0067**.

# Training your Staff

A key element of any media loss prevention effort is a successful staff training program. Your system will be much more effective with the active cooperation and participation of your entire library staff. We recommend that you periodically conduct formal training sessions, including the following elements to ensure its success:

- Reviewing the owners manual
- Practice tagging materials with 3M™ D8 RFID tags
- Reviewing your library's security policies
- Reviewing how to respond when the alarm sounds
- Using the system alarm log
- Addressing patron concerns

# Hands-on practice

After reviewing the owner's manual, your staff will benefit from actual hands-on experience with the 3M Library Systems products they are expected to use. We suggest you start by demonstrating the proper techniques for each tagging procedure. You may wish to conduct the actual practice as follows:

1   Make sure that all the other 3M Library Systems products are installed and functional.

2   Let each staff member practice installing the 3M™ D8 RFID tags on library items.

3   Let each staff member practice securing and unsecuring materials.

# Review of your library's security policies

Before practicing how to respond to alarms, staff should be familiar with the library's security policies as they relate to theft of materials. To help staff stay informed of security measures, your policy should be in writing and kept with your training kit with any other procedures you follow.

*i*   It is particularly important for staff members to know what procedures the library follows when theft is suspected or when it is necessary to contact a local law enforcement agency.

A critical phase of staff training concerns the proper steps to take when the security system alarm sounds. The value of tact and courtesy when handling this delicate situation cannot be overemphasized. Your staff members should receive as much preparation as possible to make them feel comfortable. With the proper training, your staff will be more likely to deal effectively with patrons who activate the alarm.

# Addressing patron concerns

If your patrons express concern about the effect of the system on pacemakers, hearing aids, or recorded magnetic media, you can respond that 3M researchers (in conjunction with the manufacturers of these items) have conducted tests on the system and have found them to be perfectly safe.

# System Configurations

## Detection panels

Your 3M™ Detection System Model 8800 series consists of the system and 3M™ D8 RFID tags. The key to the effectiveness of your system is protecting your materials with the tags. Your system can only detect someone trying to leave your library without properly checking out items when all materials are tagged.

Audible Alarm

Alarm Light

On/Off Key Switch
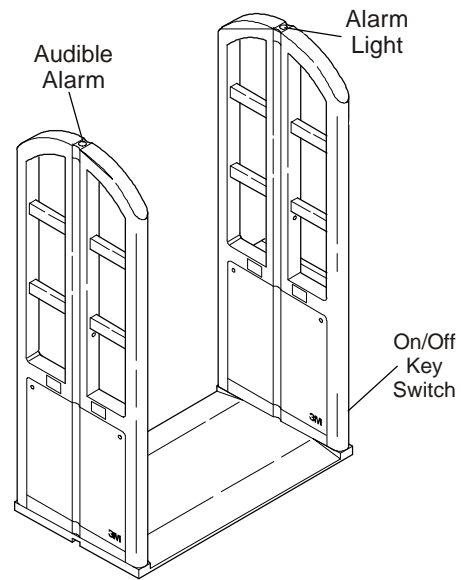
8800_CP_002

**Model 8801
with Base Plate**

Alarm Light

Audible Alarm

Alarm Light

On/Off Key Switch
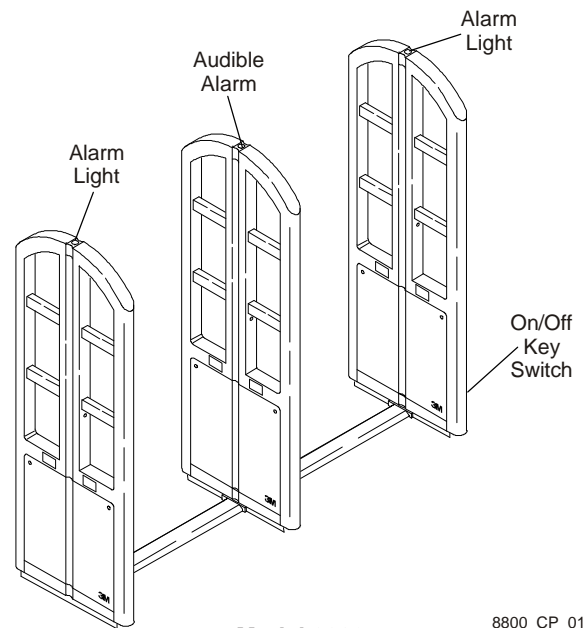
8800_CP_016

**Model 8802
with Wire Mold**

# Power requirements

Maximum current draw for all systems:

- 110/120 VAC: 500 mA
- 200/240 VAC: 250 mA

# Environmental (operation)

Typical ambient temperature range: 50° F (10° C) to 104° F (40° C).

Humidity: 0% to 85% relative humidity, non-condensing

# Turning your system on and off

Your 3M™ Detection System Model 8800 series has been designed to be left on continuously.

### Turning the system on

1   Ensure that the power cord is connected to a power outlet or other source of power.

2   Turn the key switch to the **On** position

3   Allow 10 seconds for the system to warm up.

### Turning the system off

Remove power from the system by one of the following methods:

**Method 1**  Turn the **On/Off** key switch to the **Off** position.

**Method 2**  Disconnect the power cord from the power outlet.

**Method 3**  Set the facility circuit breaker for the system to the **Off** position.

# Verifying system operation

Your 3M™ Detection System Model 8800 series should be inspected daily for proper operation. To verify system operation including alarm sounds, pass through the system with a tagged library item. This should result in an audible alarm and a flashing alarm light at the top of the panels. There is no need for repetitive walk-through testing.

During normal operation, the current patron count is displayed. Each pass through the system should increment the patron counter by one.

# Setting the audible alarm and display intensity

The duration and repetition rate of the audible alarm and the intensity of the display is set up during installation.

# Cleaning instructions

## Panel and base

Turn off the security system prior to using liquid cleaners. Remove dirt and greasy buildup using towels or soft cloths that have been dampened with a common household grease-cutting liquid cleaner. 3M suggests a monthly cleaning to retain the best equipment appearance.

## Photocell lens and reflector

At least once a month, wipe the photocell lens and reflector with a soft cloth dampened with water.

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### ⚠ CAUTION

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# Obtaining Service

## Over the phone

3M has a nationwide service network to help in the event you experience any difficulties with your 3M™ Detection System Model 8800 series. Simply call the 3M service center in your region:

## In the United States

1-800-328-0067 (option 1)

## In Canada

English      1-800-268-6235

Français    1-800-567-3193

Before you call for service, please have the following information available:

- The name, address, and phone number of your facility.
- Model number and serial number of the equipment.
- Description of the problem. For example: poor or no detection, system alarms for no apparent reason, or alarm light does not work.

The service representative will discuss the problem with you and attempt to solve it over the telephone. If a service call is necessary, a 3M service technician will be quickly dispatched to your facility.